



## **JOB DESCRIPTION**

Title: **SENIOR CITY ATTORNEY**

Department: Attorney

Class Code: 2175

FLSA Status: Exempt

Effective Date: August 15, 1988 (Rev. 10/2017)

Grade Number: 31

### **GENERAL PURPOSE**

Under the general supervision of the City Attorney, the Senior City Attorney represents the City as legal counsel in civil and criminal matters, including administrative and court proceedings. Performs duties related to the general administration of the City Attorney's Office. Assists in claims and retained risk matters.

### **EXAMPLE OF DUTIES**

- \*-- Drafts ordinances and resolutions for the City Council.
- \*-- Provides legal opinions to all City departments, the Mayor and City Council.
- \*-- Drafts and reviews City agreements.
- \*-- Negotiates transactions including settlements and releases, franchise agreements, real property and other contracts.
- \*-- Oversees legal requirements for City procurement.
- \*-- Advises and represents the City's Power Department in its legal matters.
- \*-- Represents the City in litigation before Federal and State Courts and administrative agencies; represents the City in appeals before Federal and State Appellate Courts.
- \*-- Updates City ordinances including those based on changes made by the Utah State Legislature.
- \*-- Serves as an advisor to the City Attorney

- . \*-- Supervises work on retain risk matters. Interfaces with City retained insurance providers, City departments, City Risk Manager and outside counsel and advisors; analyzes claim worth and recommends reasonable settlements within appropriate parameters; participates in legal proceedings on risk claims including court hearings and depositions.
- \*-- Manages claims City has against others, including seeking the collection of unpaid utility bills, returned checks and other unpaid obligations owed to the City; prepares demand letters, summons, complaints, judgments, affidavits and other related documents. Litigates such matters in court when necessary.
- \*-- Handles contractual and other disputes for City departments.
- \*-- Oversees bankruptcy matters.
- \*-- Assists with office personnel hiring, training, reviews and other issues.
- \*-- Researches criminal and civil case law; prepares legal memoranda.
- \*-- Handles governmental immunity claims.
- \*-- Interfaces with the City Justice Court.
- \*-- Assists in reviewing and implementing the technology needs of the office.
- \*-- Advises City on matters pending before the Utah State Legislature.
- \*-- Responds to citizen questions about applicable law.
- \*-- Interfaces with the City's codifier regarding the City Code.
- Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduation from an accredited law school with a JD degree, plus four (4) years of experience in municipal law.
- Transactional and supervisory experience preferred.

### Special Requirements

- Must be a member of the Utah Bar Association at the time of appointment.

### Necessary Knowledge, Skills and Abilities

- Working knowledge of federal, state, municipal law and legal terminology with emphasis on municipal law; working knowledge of the city departments and their legal needs.
- Skill in writing; skill in analyzing legal issues.
- Ability to communicate effectively verbally and in writing; ability to apply arguments to very specific instances.
- Ability to deal with the public directly under stressful circumstances.

### **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing and spreadsheet software; phone; fax and copy machine.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand, walk and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually moderately quiet.
- The City Attorney's office is often involved in conflict resolution resulting in significant stress.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.